

# RENEWAL FAQs

# Kansas Board of Technical Professions

900 SW Jackson St, Suite 507  
Topeka, KS 66612  
(785) 296-3053

Contact Rachel Soden for assistance.  
[rachel.soden@ksbtp.ks.gov](mailto:rachel.soden@ksbtp.ks.gov); (785) 296-3053

## Online Registration

### Why can't I log in?

1. You have not completed the Online Registration process. Please see the Renewals page for a [Registration Guide](#).
2. Your Social Security number is not on file with the Board. Please choose two other pieces of information for the registration search.
3. You are attempting to use your license number but aren't putting the profession designation before i.e. PE00000, PG000, PS000, A0000, LA000. (No dashes; no spaces)
4. Are you using Internet Explorer? This system was designed for Internet Explorer. There are reported issues with browsers like Google Chrome and Mozilla Firefox.

We recommend you use your Renewal ID and Registration Code provided in your letter. Leave all other fields blank.

### I tried to reset my password and there is no secret question!

You are not registered. You set up the secret question during the registration process. Go back to the Licensing Login page and click the link in the left menu to "[Register a Person](#)."

## General FAQs

### Will I receive confirmation of my online renewal?

A confirmation page generates after payment is received. Print this page or save a digital copy for your records. A receipt will be emailed to the address you provided. We do NOT mail anything confirming renewal of your license. You can verify the status of your license on the "[Find a License](#)" page of our website.

### What is the renewal time period?

There is a 120 day renewal window. Renewals will be available online beginning 60 days before your expiration date and ending 60 days after your expiration date. After that time your license will be cancelled and you must reinstate. You cannot do work in Kansas after the expiration date. We do not allow early or late renewals.

### Can I get an extension of my renewal time period?

No. There is a 60 day grace period built into the renewal process. If you do not renew your license within 60 days after the expiration date, your license will be cancelled. See our website for a [Reinstatement](#) application.

**We do not send out confirmation of renewal. You can check your license status on our "Find a License" page. The system takes approximately 5 minutes after renewal to update your status.**

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**If I have dual licenses can I renew both of them at the same time?**

As long as both licenses are in their renewal cycle. The windows for renewing may overlap. However, you must renew each license individually.

**How do I change my name?**

Contact the Board office at [rachel.soden@ksbtp.ks.gov](mailto:rachel.soden@ksbtp.ks.gov). You will need to provide a copy of the documentation for your legal name change. Please be aware that your expiration date could change depending on your name change.

**What if I do not want to renew my license?**

Send written notice to the Board office that you do not wish to renew your license. You can mail a letter or send an email to [rachel.soden@ksbtp.ks.gov](mailto:rachel.soden@ksbtp.ks.gov).

**How do I change from Active status to Inactive status?**

You need to renew your license by paper selecting the option to change to Inactive status. You cannot use the online system to renew if you are attempting to change your status. Paper renewals are available on your Profession's page during your renewal cycle.

**How do I change from Inactive status back to Active status?**

Complete a [Return to Practice application](#).

**How do I change from Active or Inactive to "Emeritus" status?**

To change your license to Emeritus status you must fill out a one-time [Emeritus Application](#) and mail it to the Board office. There is no renewal for this status. There is no fee. You must be 60 years of age and have no disciplinary action before the Board.

**How do I change from Emeritus status back to Active status?**

To change your license from Emeritus status back to Active status you will need to fill out a Reinstatement Application and submit it to the Board office.

**Why should I renew online?**

Online renewal is fast and convenient, saving time and resources. For those licensees not making a status change your updated information should appear on the Licensure Search page within 5 minutes of completing the renewal process.

**I don't want to renew online!**

You can still use the paper renewal form to renew your license. You can now get this form on our website under your Profession's page.

**My license cancelled. How do I renew?**

Once your license is in Cancelled status (60 days after expiration), it cannot be renewed. You need to submit an application for reinstatement.

**You cannot renew online if you have been convicted of a felony or received disciplinary or administrative action since your last renewal. You must use the paper form.**

## Business Entities

**Can I renew my business entity's Certificate of Authorization online?**

The schedule for business entities to renew is tied to the first letter of the name of the business entity. Names beginning with A-L renew by December 31 of even numbered years. Names beginning with M-Z renew by December 31 of odd numbered years. You will need the Certificate of Authorization number and Renewal ID or Registration Code, which is included in your renewal notice. Contact the Board if you have questions.

If your business entity has a certificate for more than one profession, each will need to be individually registered and renewed.

**Can I change our business' name online?**

No. You need to fill out the [Name Change form](#) available on our website. Complete the form and mail it to the Board along with supporting documentation.

**Can I change our business' responsible principal online?**

No. You need to fill out the [Responsible Principal Change form](#) available on our website. Complete the form and mail it to the Board along with supporting documentation.

## Website Security

**Is the application secure?**

Kansas.gov has dealt in online government transactions since 1991. It has handled millions of dollars worth of e-government transactions.

Kansas.gov utilizes secure protocol for Internet transaction security. This protocol allows Kansas.gov to deliver server authentication, data encryption and message integrity. Every step of the process, from the initial submission to the final settlement, has been built with the most advanced yet user-friendly security features available.

**Why is another organization collecting renewal fees for the Kansas State Board of Technical Professions?**

Kansas.gov is acting as an agent of the Kansas State Board of Technical Professions. Kansas.gov will collect payment for the license before passing the information and fees along to Kansas State Board of Technical Professions.

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**You cannot renew your license unless you are in the 120-day renewal window. We do not allow or accept early renewals.**